



Community Development Financial Institutions Fund
U.S. Department of the Treasury

CDFI Fund Information and Mapping System 3 (CIMS3)

Training Manual

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Created By

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1 Introduction

The CDFI Information Mapping System, version 3 (CIMS3), is a substantial update to the mapping system that the CDFI Fund has supported over most of the past decade for CDFIs, CDEs, and intermediaries, supporting certification and eligibility for the following CDFI Fund programs: Certification, the CDFI Program, the NACA Program, the BEA Program, the Capital Magnet Fund and the New Markets Tax Credit Program.

The capacities of CIMS3 far exceed those of the previously supported system, CIMS2. CIMS3 will be significantly more efficient, and users will be able to process requests in much less time than in the past. CIMS3 has significantly enhanced capacities in comparison to the previous mapping system maintained by the CDFI Fund. All users will be able to upload and process accurate batch geo-coding of addresses, whether these be prospective locations for individual projects (for example, to test whether or not specific locations are eligible for various CDFI Fund programs) or actual transactions funded under one of the CDFI Fund's programs.

All users will have access to the CDFI Fund's eligibility data for all programs by census tract, both based upon the Census' the American Community Survey (ACS), as well as previous eligibility criteria based on the 2000 Census. Users will also be able to access the location of CDFI headquarters and the boundaries of contemporary Congressional Districts.

Those holding myCDFIFund accounts will have access to all maps and data previously saved in CIMS2, as well as all data CDFIs and CDEs have submitted to the CDFI Fund through its Community Information Impact System (CIIS), in addition to all Census data the CDFI Fund makes available to the public.

This document provides step-by-step exercises to train users in the workflows available in CIMS3. These workflows are separated into two high-level lifecycle phases found in CIMS3:

- **Preparation** – Users determine program eligibility, mainly by viewing static eligibility maps for programs and demographic data associated with specific Census tracts, and decide whether to apply.
- **Application Processing** – Organizational users (certification applicants, program applicants, awardees, and allocatees) utilize the mapping application to obtain certification, obtain assistance/approval from CDFI Fund certification personnel, create and submit maps with applications, and enter and validate transaction information (e.g., submitting geographic points on a map for approval).
- **Compliance** – Organizational users and CDFI Fund Compliance staff perform mapping and validation aspects of compliance and progress reporting.

2 Before You Begin

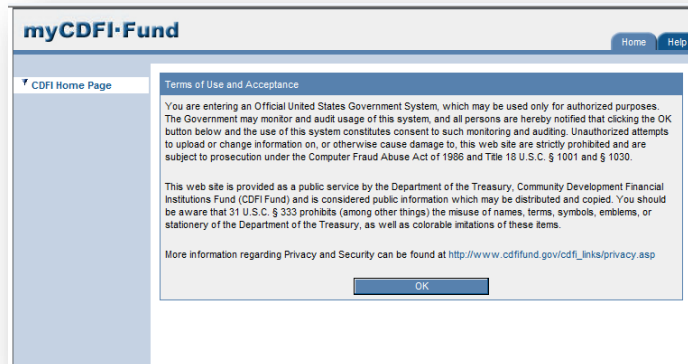
This Training Manual provides scenarios to help users gain a better understanding of the ins and outs of CIMS3. Users must have myCDFIFund accounts that are associated with a myCDFIFund organization. These training scenarios are grouped into the three phases of the CIMS3 lifecycle: Preparation, Application Processing, and Compliance.

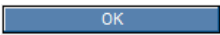
2.1 Prerequisites

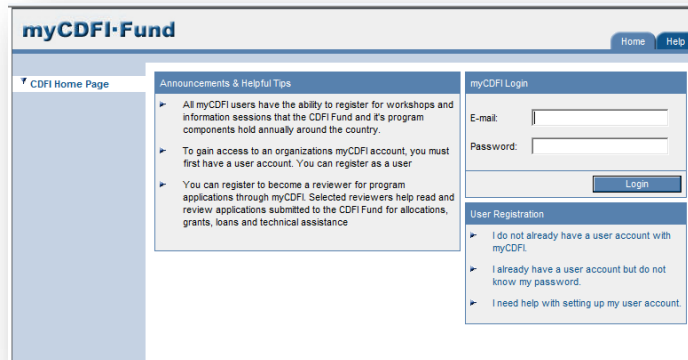
- Make sure you are using a modern web browser, to include at least:
 - Internet Explorer 9+
 - Mozilla Firefox 22+
 - Google Chrome 28+
 - Safari 6+
- Make sure you have Adobe Flash Player 11+ installed as a plug-in for your web browser. If you do not have it, you will be prompted to install it when you get to the CIMS3 application. You can also obtain the Flash Player by going to Adobe's website at <http://get.adobe.com/flashplayer/>

3 Preparation

In this section you will focus on Preparation. You will determine program eligibility, mainly by viewing static eligibility maps for programs and demographic data associated with specific census tracts. For the purposes of training, you will use the CDFI Preparation configuration. Launch CIMS3 using your [myCDFIFund account](#).



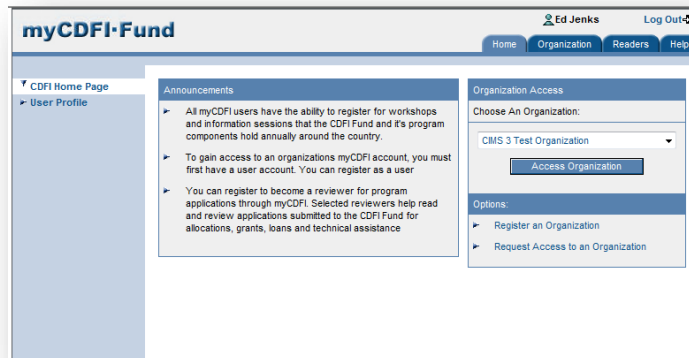
Click the  button to agree to the Terms of Use and advance to the login page.



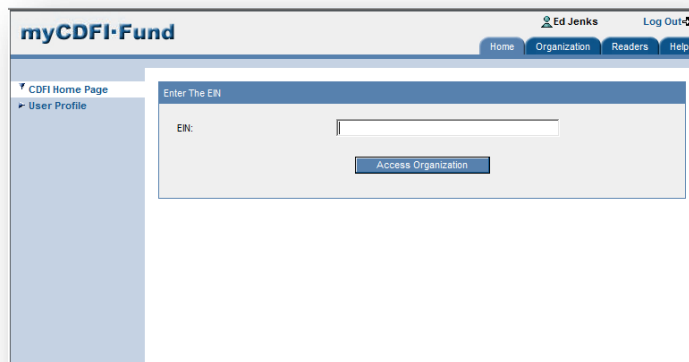
Enter your myCDFI Login login credentials:

A close-up screenshot of the 'myCDFI Login' form. It features two input fields: 'E-mail' and 'Password'. Below the password field is a 'Login' button. The form is styled with a blue header and a light gray background.

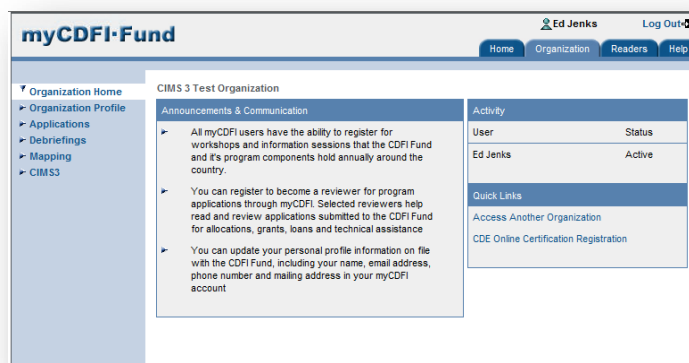
This will bring you to the myCDFIFund home page.



In the “Access Organization” box make sure the dropdown menu is selected, then click the button and a new page is displayed:



Enter your EIN in the given box then press the “Access Organization” button and a new page is displayed:




On the left hand side of the screen select the “CIMS3” link:



After being redirected the following Program Selection page is displayed:

Logged in as: jappleseed@penbay.com

Welcome to CIMS, the CDFI Fund Information and Mapping System



This system is designed to help CDFI Fund customers map their target markets, Low Income Communities, or Distressed Communities for submission with CDFI applications.

For more information about CIMS, please feel free to contact the CDFI Fund's IT HelpDesk by email at ITHelpDesk@cdfi.treas.gov, or by phone at (202) 653-0300.

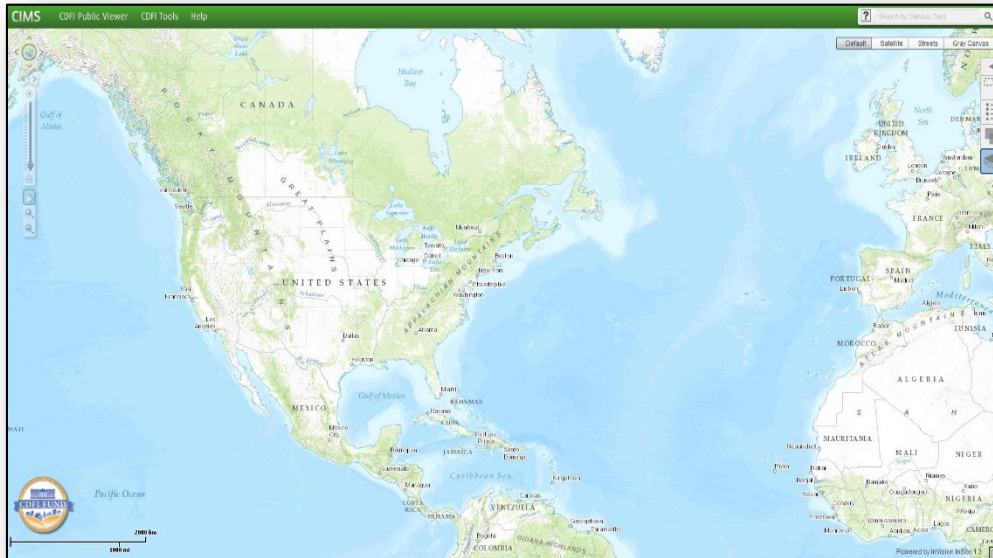
To start a new map or to view and edit an existing map, please choose the program that you are interested in below:

CDFI Maps Create and edit maps for the CDFI program.	BEA Maps Create and edit maps for the BEA program
NMTC Maps Create and edit maps for the NMTC program	

Please select the link to the program in which you would like to generate a map.

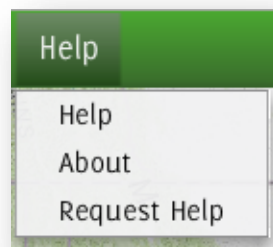
3.1 Create a CIMS3 Map

When a user selects a program on the Welcome to CIMS Mapping System web page, the system will load the CIMS3 mapping application:

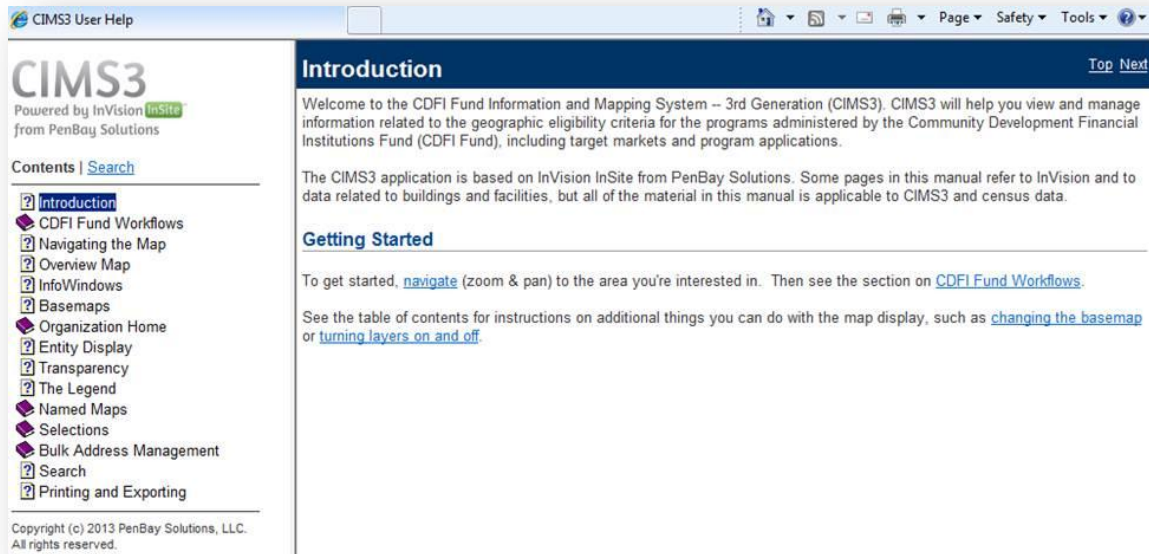


3.2 Access CIMS3 web application help

Choose the Help tab from the top navigation menu and then select “Help” from the dropdown menu. The system will display CIMS3 web mapping application help in a new browser window, and you can navigate to read specific help topics, FAQs, and contact information.



Selecting Help will take the users to the CIMS3 User Help web page.




3.3 Navigate within a CIMS3 Map

Click each direction on the “Pan” Map Navigation feature located on the top, left-hand side of the screen.





Click and drag the “Zoom Slider” Map Navigation feature.




Click the “Previous/Next Extent”  Map Navigation feature.

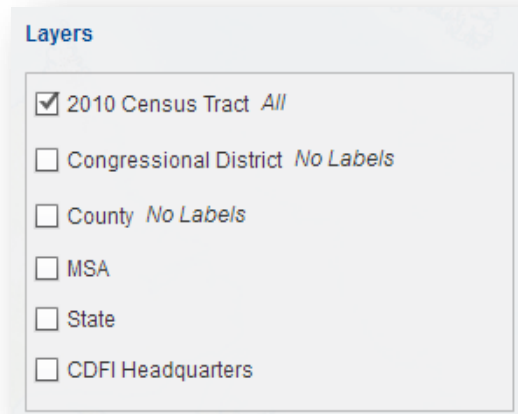
Click the “Full Extent”  Map Navigation feature.

Select the “Zoom In”  Rectangle Map Navigation feature and click and drag a box over desired geographic zoom location.


Select the “Zoom Out”  Rectangle Map Navigation feature and click and drag a box over desired geographic zoom location.

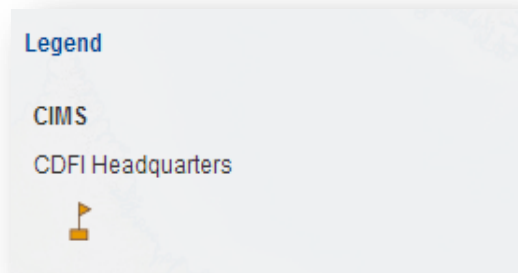
3.4 Control layer visibility within a CIMS3 Map

Select the "Layers" tab  on the menu on the right hand side of the screen. The Layers tab allows users to show the list of available map layers and toggle the visibility (on or off) of any of the available layers.




3.5 View a legend for the visible layers on a CIMS3 Map

Select the "Legend" tab  on the menu on the right hand side of the screen to display the legend for the currently visible map layers.



3.6 Search for a location on a CIMS3 Map

3.6.1 Map Layer Search

Using the Map Search Feature located in the top navigation menu, choose what entity type to search within by clicking one of the search icons (e.g., ) to the left of the search bar and selecting the desired search type. Now enter a text value for the system to search for (e.g., 1600 Pennsylvania Ave NW, Washington, DC).

Please note that the example search terms which do not return results either search for something that doesn't exist or are formatted incorrectly.

Example search terms that should return results for each available entity :

Census Tract – 08031980000

Congressional District: FL12

County: Knox

State: Maine

Example Search Terms that should NOT return results:

Census Tract: 0803A

Congressional District: Maine's 2nd

County: Peirce

State: NJ

Choose one entry in the search results to reset the map extent to show the selected location.

3.6.2 Street Address Search

Using the “Previous/Next Extent” feature reset the map extent to show all of the United States.

Using the Street Address Search feature, enter an address for the system to search for.

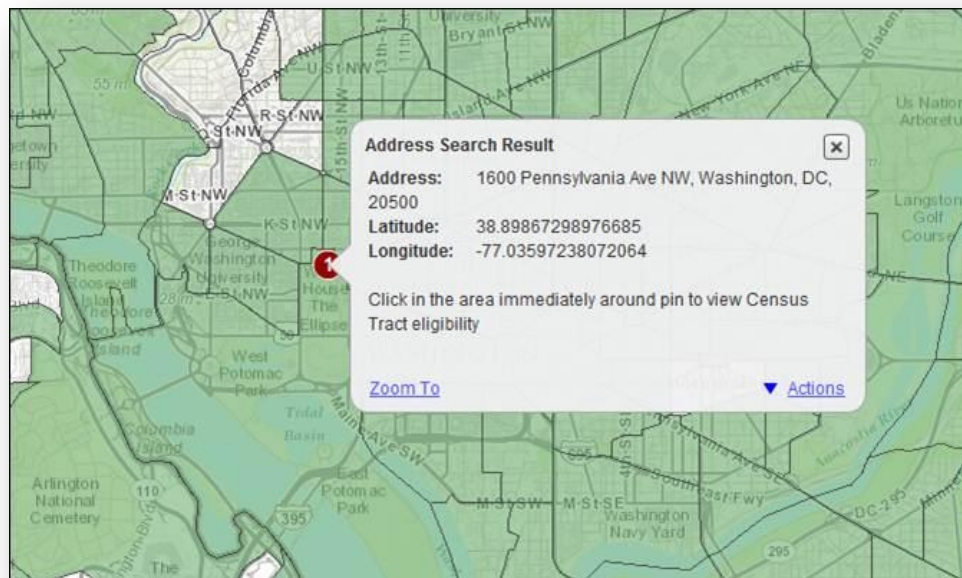
Example address that will return results:

1600 Pennsylvania Ave NW Washington, DC

Example address that will NOT return results:

123 Rivers St. New York, NY

Choose one entry in the search results and the map will display an icon and info window at the entry's location.



Click “Zoom To” to zoom to the location.

3.6.3 Latitude/Longitude Search

Using the Lat/Long search feature in the top navigation menu to the left of the search bar, enter a coordinate pair of latitude (Y) and longitude (X) values.

The number format of the coordinate pair should be in decimal degrees.

X should be greater than -180 or less than 180 AND Y should be greater than -90 or less than 90.

Negative values should be used to denote longitude values in the Western hemisphere and latitude values in the Southern hemisphere.

Example coordinates that should return results:

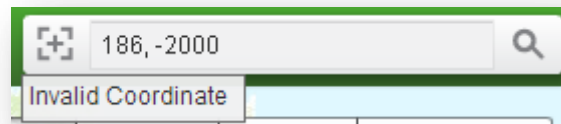
43.9, -69.9

32, 115.9

Example coordinates that should NOT return results:

186, -2000

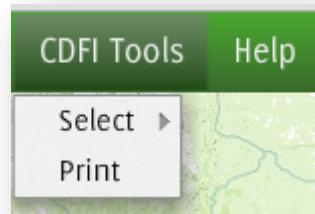
900, 900



3.7 Print a public CIMS3 Map

Use the navigation features described in 3.4 to set the map extent over Denver, CO. Zoom in so that you are able to see census tracts. (Note: make sure Census Tracts are turned on in the layer list. See 3.5).

Select "CDFI Tools" from the navigation menu at the top of the screen. Selecting CDFI Tools will open a drop down menu. Choose the Print feature.

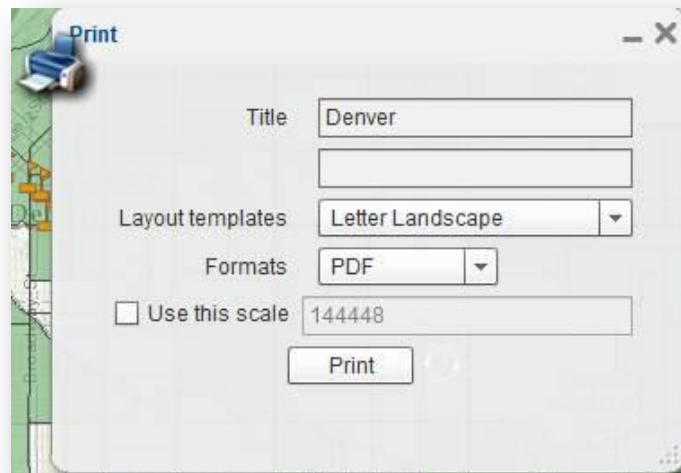


Specify Map Title as "Test Map"

Set Layout Template to "Letter Landscape"

Set Format to "PDF"

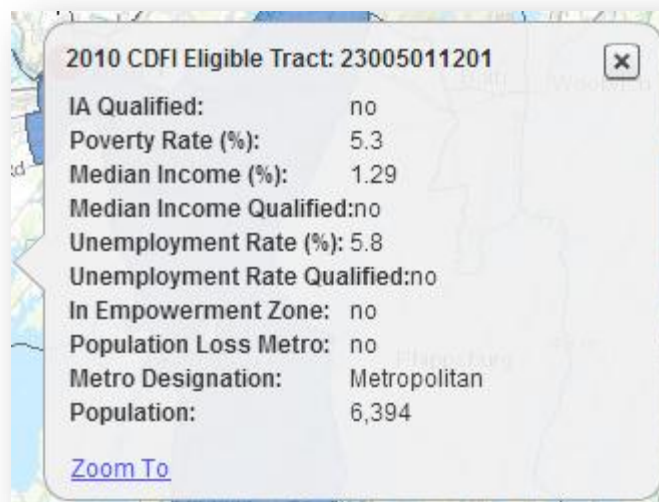
Click "Print" Button



3.8 View program eligibility and demographic information for individual census tracts


Make sure Census Tracts are turned on in the map layer list (see 3.5) and zoom in/out so that they become visible.

Click on any census tract and the system will display an info window containing information about that census tract.

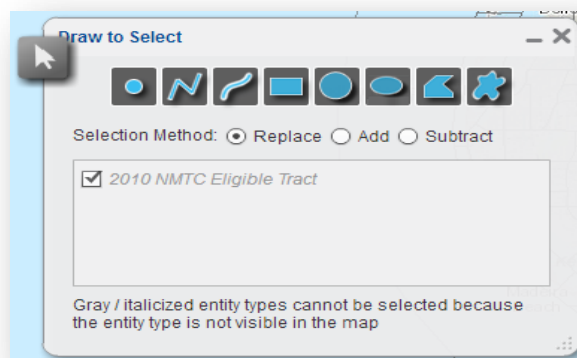


3.9 Export program eligibility and demographic information for individual geographic units

3.9.1 Draw to Select Tool

Open the “Selections”  tab in the menu on the right hand side of the screen and select the “Draw to Select” option. The system will display a window titled “Draw to Select”.

In the “Draw to Select” window, select the “Circle” feature and click and drag to create a selection area around the city of Denver, CO.



Choose the “Selection Grid View” found in the “Selections” tab in the menu on the right hand side of the screen.

Census Tra...	ACS Pop...	IAQualifi...	Poverty ...	Unemplo...	Median I...	In Empowe...
08001008802	4,255	yes	22.6	14.1	0.65	no
08001008901	2,377	yes	28.8	22.5	0.49	no
08001009002	8,497	yes	19	13.3	0.64	no
08001009306	3,612	yes	20	11.8	0.74	no
08001009307	3,312	yes	12.6	10.6	0.65	no
08001009308	3,725	yes	14.3	5.4	0.55	no
08001009309	3,880	yes	21	13.4	0.75	no
08001009310	5,566	yes	28.8	7.1	0.6	no
08001009501	3,014	yes	21.7	10.8	0.62	no
08001009502	4,177	yes	19.6	12.8	0.57	no
08001009553	2,995	yes	13.4	6.2	0.68	no

To export the selection results choose the “Export to CSV” feature found in the Selections Grid window in the upper right hand corner.

Specify a location and name for the file to be saved to disk.

3.9.2 Query to Select Tool

Open the “Selections” tab in the menu on the right hand side of the screen and select the “Query to Select” option.

In the “Query to Select” info window, select “2010 CDFI Eligible Tract” from the drop-down menu. Then enter the number “800” into the text box next to the “Census Tract FIPS” making sure that the corresponding dropdown box is set to “Contains.” Then click the “Replace Current Selection” button.

The screenshot shows the "Query to Select" dialog box. At the top, there is a "Select:" dropdown menu currently showing "2010 Census Tract". Below this are three radio buttons: "Visible Floors" (selected), "All Floors", and "Current map extent only" (checked). Under "Selection Method:", there are three radio buttons: "Replace" (selected), "Add", and "Subtract". The main area contains several rows of criteria, each with a dropdown menu and a text input field. The first row, "Census Tract FIPS", has a dropdown set to "Contains" and a text box containing "800". The other rows are "ACS Population" (Between), "IAQualified" (Contains), "Poverty Rate" (Between), "Unemployment Rate Pct" (Between), "Median Income Pct" (Between), and "In Empowerment Zone" (Contains). At the bottom left is a "Reset" button, and at the bottom right is a "Replace current selection" button.

Choose to “Selection Grid View” found in the “Selections” tab in the menu on the right hand side of the screen.

To export the selection results choose the “Export to CSV” feature found in the Selections Grid View window in the upper right hand corner.

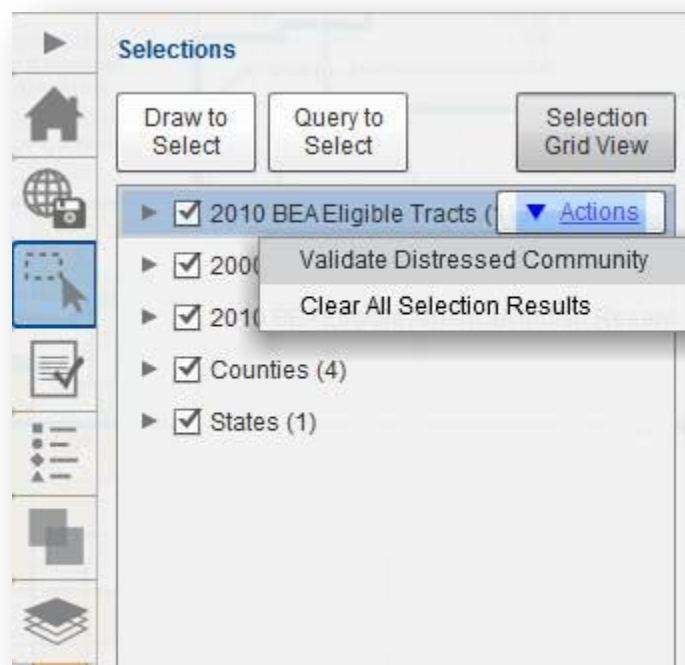
Specify a location and name for the file and save it to disk.


4 Application Processing

In this section you will focus on Application Processing. You will utilize the mapping application to obtain certification, create and submit maps with applications, and enter and validate transaction information

4.1 Calculate the qualification status for a Geographic Unit Collection

While you still have a selection of Census Tracts, open the “Selections” Tab and hover your mouse over one of the census tract options (e.g., 2010 BEA Eligible Tracts) and the “Actions” drop down menu will appear. From the Actions drop down menu select “Validate Distressed Community”.




Then select the “Analysis” tab  on the menu on the right-hand side of the screen. The *qualification calculation* service will return an *Analysis Result* containing summary (text) information.

Sample Qualified GUC Analysis Report (CDFI Program)	Sample Non-Qualified GUC Analysis Report (CDFI Program)
<p>Analysis</p> <ul style="list-style-type: none"> • All tracts are qualified. • The tracts are all in the same county. • The tracts are contiguous. • Population: 20,980 • The population meets the requirement of 4,000 in a metro area. • The poverty rate is at least 30%. • The unemployment rate is at least 1.5 times the national average. <p>Qualified</p>	<p>Analysis</p> <ul style="list-style-type: none"> • 16 tracts are not qualified. • The tracts are not all in the same county. • The tracts are contiguous. • Population: 67,409 • The population meets the requirement of 4,000 in a metro area. • The poverty rate is below 30%. <p>Not Qualified</p>

4.2 View a qualification report for a Geographic Unit Collection



With the Census Tracts still selected, open the Selections tab , choose “Selection Grid View”. The system will show the selection set in a grid, and you can view the attributes of the selected geographic units.

[illegible]

4.3 Export a qualification report for a Geographic Unit Collection

In the Selections Panel, hover to the right of the Census Tract being queried to access the “Actions” drop-down menu, choose the “Export to CSV” option, and save the file to disk when prompted. Open Microsoft Excel or another desktop spreadsheet program to continue analyzing the data.

4.4 List available Named CIMS3 maps for your organization



Click on the “Maps” tab. The application will open the *CIMS3 Map Management Utility* which will present a list of Named CIMS3 maps for their organization.

The system presents a dialog that shows the following information and options (actions) about the Named CIMS3 maps: *Name, Type, Creation Date, Program, Open, Delete, Save As*.

To select a map, click on it in the list. The system will perform the following:

Set visibility of operational map layers.

Set the current map extent to the saved CIMS3 Map extent.

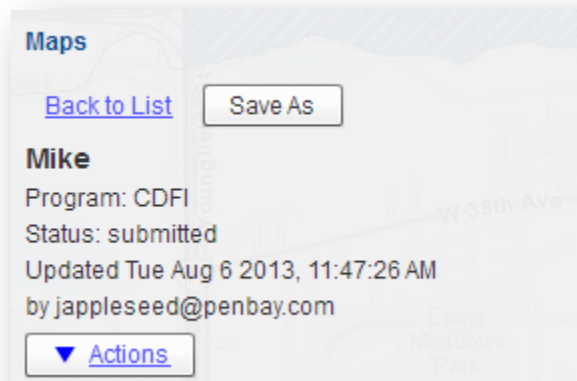
Select the features comprises the Proposed GUC. (The GUC may be empty).

Display the CIMS3 Map Properties:

Program

Status

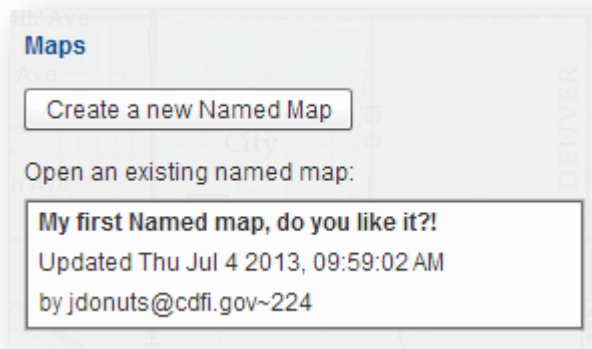
Metadata information (E.g.: Name, Revision history)



4.5 Create a new named map

If you have already selected a map, click the “Back to List” link in the “Maps” tab to return to the list of available maps for your organization.

Click “Create a New Named Map” and specify a name for the map the Click Save.



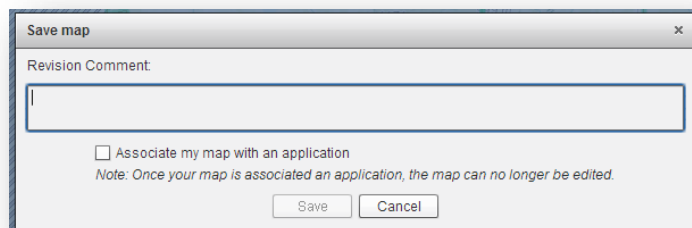
4.6 Save a Named CIMS3 Map

Open a named CIMS3 Map.

Choose the Save feature.

Add a revision comment.

If appropriate, you may choose to attach your map to a signature page application by checking “Associate my map with an application.”



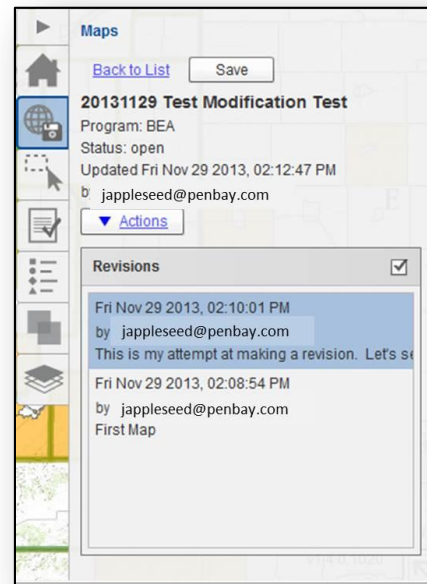
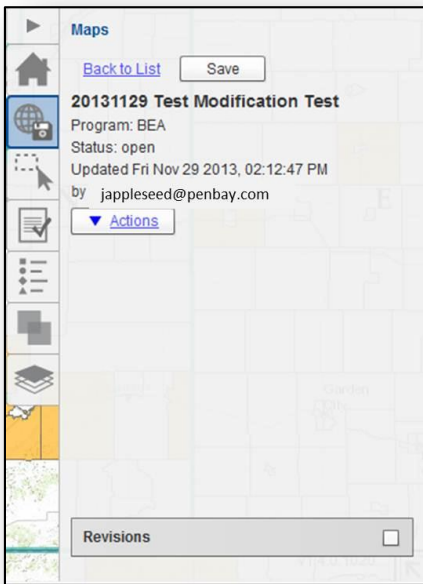
4.7 Create a new CIMS3 Map from an existing Named CIMS3 Map (i.e. “Save map as...”)

Open a Named CIMS3 Map and choose the “Save As” feature from the actions menu in the “Maps” tab.

Specify a name for the new map.

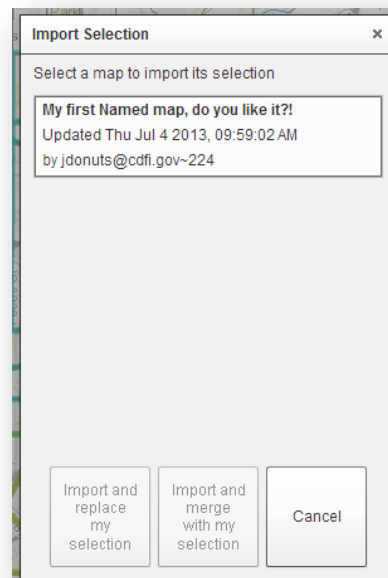
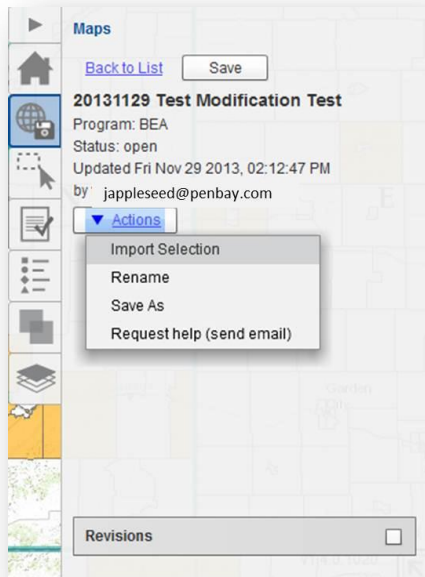
4.8 View changes between two revisions of a Named CIMS3 Map

Select a named map in the “Maps” tab. Choose to list the available revisions by selecting the “Revisions” box at the bottom of the “Maps” menu. Then choose a (historical) revision to inspect. The system will display the GUC contents on the map for the chosen revision (using different symbols than that of the most current revision) so that users can distinguish one GUC from another.



4.9 Merge the contents of two Named CIMS3 Maps into a single Named CIMS3 Map

View the list of available maps and choose one Named Map to open. From the map's Actions menu, choose the 'Import Selection' which will allow the user to import data from another map.



The system will present a dialog listing the available

maps for you to choose from. The system should also present options to: ***Import and replace the current selection, Import and merge the selection sets, or Cancel the operation.***

If the user chooses ***Import and replace the current selection*** or ***Import and merge the selection sets***, then the GUC of the currently open map will be updated.

4.10 Update a Named CIMS3 Map

Open a Named CIMS3 Map.

In order to **update the map extent for the map**: Perform whatever map navigation is needed so that the map extent is to their liking (e.g.: use map navigation and or search/search results-“zoom to” utilities). Choose the “Save Map” feature.

In order to **update the visible layer list for the map**: change the visibility of the layers in the layer list control.

In order to **alter the contents of a GUC**: Use the GU selection tools to modify the selected set of GU’s in the GUC.

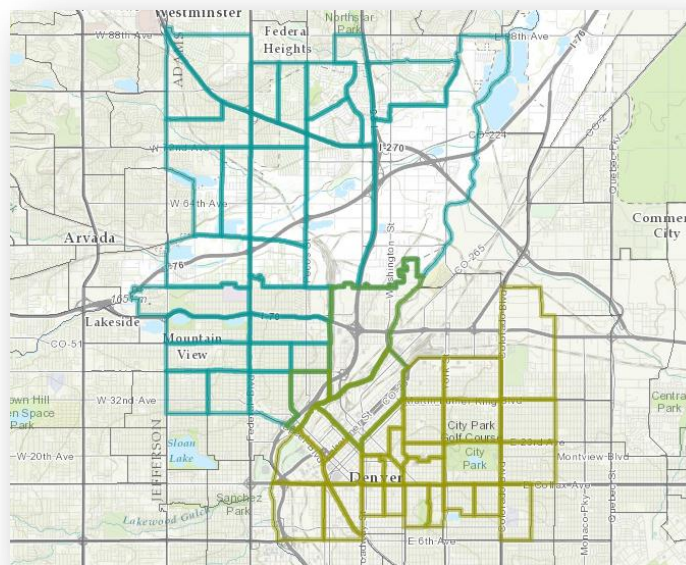
4.11 Add/Remove Geographic Units from a collection within a CIMS3 Map

4.11.1 Add

With the “Selection” Tab open, choose an available geographic unit (e.g., 2010 Census Tracts, 2014 Eligibility Data). Then choose the “Draw to Select” option and choose a shape tool (rectangle, point, circle, etc.) and click on the map to draw the selection shape.

4.11.2 Remove

After selecting a set of geographic units, unclick the box within the “Draw to Select” info window.



4.12 Delete a Named CIMS3 Map

If you already have a Named CIMS3 Map open, click on the Maps tab and click “Back to List”.

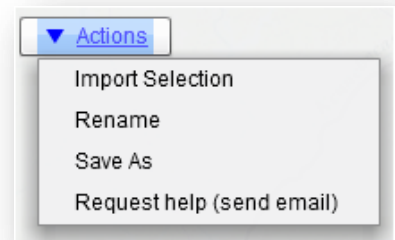
In the map list, hover over the Map you are going to delete and choose “Delete” from the Actions menu.

Confirm the intent to delete the map.

4.13 Request help with a Named CIMS3 Map

Choose a named map from the “Maps” tab, then choose the “Request Map Help” feature from the “Actions” drop-down.

The system will open an email message with the following information prepared (from reading configuration values prepared by a CIMS3 Web application administrator):



Recipient (destination for mailto: link)

Subject line: “CIMS3 Map help request”

Message body: *“I am requesting assistance in preparing the following CIMS3 Map: <INSERT MAP REFERENCE HERE> for <INSERT ORGANIZATION NAME HERE>. Please contact me at: <USER-ENTERED PHONE# and/or e-mail ADDRESS>.”*

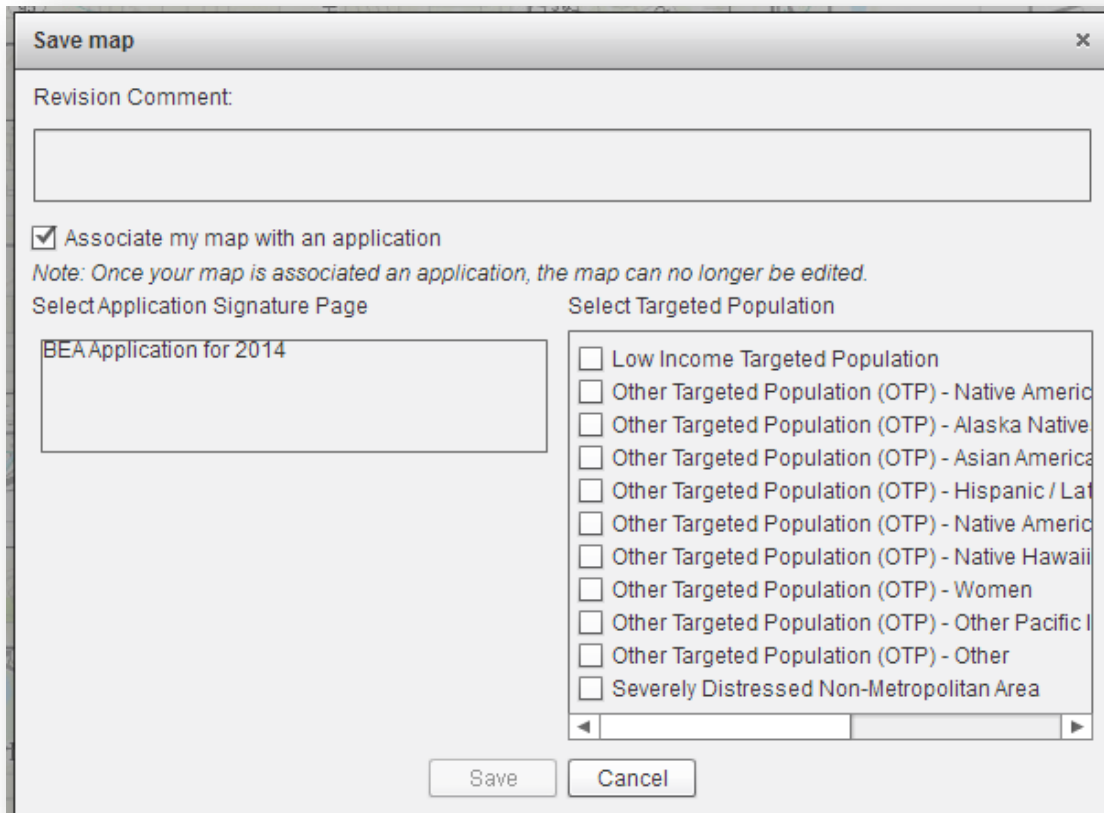
*Note that you must have a pre-configured e-mail client installed and configured for the ‘mailto’ syntax to be properly handled.

4.13.1 Share a Named CIMS3 Map

After printing your map, use your local email client (or other file transfer means) to send the map to a non-authenticated user.

4.14 Assemble a CIMS3 Map Package for CDFI Certification Signature Page submittal

During the standard Map Save, you will be presented with the option to “Associate my map with an application,” and then choose from a list of available signature pages.



Save map [X]

Revision Comment:

[Text Box]

☒ Associate my map with an application

Note: Once your map is associated an application, the map can no longer be edited.

Select Application Signature Page

BEA Application for 2014

Select Targeted Population

- ☐ Low Income Targeted Population
- ☐ Other Targeted Population (OTP) - Native American
- ☐ Other Targeted Population (OTP) - Alaska Native
- ☐ Other Targeted Population (OTP) - Asian American
- ☐ Other Targeted Population (OTP) - Hispanic / Latino
- ☐ Other Targeted Population (OTP) - Native American
- ☐ Other Targeted Population (OTP) - Native Hawaiian
- ☐ Other Targeted Population (OTP) - Women
- ☐ Other Targeted Population (OTP) - Other Pacific Islander
- ☐ Other Targeted Population (OTP) - Other
- ☐ Severely Distressed Non-Metropolitan Area

[Save] [Cancel]

4.15 Submit a map package for review using the CDFI Certification Signature Page

Log into myCDFIFund and follows the standard CDFI Certification Signature Page Instructions as illustrated in the graphic below:

CDFI Certification Signature Page

Introduction

Instructions

Welcome to the Signature Page interface for CDFI Certification. Please read these instructions in their entirety before proceeding.

You will fill out the Signature Page by clicking through the list of data sections appearing on the left. Required fields are indicated with a red triangle(▲). **Be sure to click on the "Update Signature Page Information" link at the end of each section to save your responses before moving to the next section.** Click the Submit, Preview and Print button in the Submit and Print section on the left to check whether all the required entries have been made.

Some of the information required for the Signature Page is taken from the MyCDFIFund Organization Profile section. You can use the "Organization Profile" tab above, or from your MyCDFI Organization Home page, click on Organization Profile on the left (to update organization information). Then return to the Signature Page through the "Applications" link.

Important notes regarding "Attachment A – Applicant Data" workbook.

1. The "Attachment A – Applicant Data" workbook can be used "as-is" with Microsoft Office versions 2007 and later. Users of Office 2003 or earlier must download and install the free Microsoft Office Compatibility Pack. Please see the Microsoft Support article "How to open new file formats in earlier versions of Microsoft Office" at <http://support.microsoft.com/kb/924074>.
2. The "Attachment A – Applicant Data" workbook contains macros. Please select "Enable Content" when opening the workbook.
3. The "Basic Information" worksheet, found in the "Attachment A – Applicant Data" workbook **MUST** be printed, signed and dated by the Applicant's Authorized Representative then uploaded as a separate attachment to the Signature Page. Failure to upload and submit the signed and dated "Basic Information" worksheet will result in no review or determination made of the Certification application. The electronic Signature Page DOES NOT need to be signed and/or mailed to the CDFI Fund.
4. To maximize the quality of the information being submitted, please note the following:
 - All worksheets are protected. Data can only be entered into specific cells.
 - Additional worksheets can only be inserted or deleted by clicking the appropriate buttons where acceptable.
 - Rows cannot be inserted except by clicking the appropriate buttons where acceptable. Rows cannot be deleted, and columns cannot be inserted or deleted.
 - All fields, except text fields, validate the information entered. For example, currency, numbers, percentages and dates all check to ensure the proper format of the information. Improperly formatted information (e.g., entering letters in a currency field) will result in an error message being displayed and an option for the applicant to retype the information.

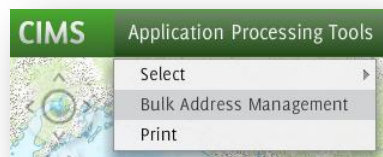
5 Compliance

This section is about Compliance. Using the Compliance tools you will be able to geocode transactional data, obtain X,Y coordinates, adjust the location of data on the map, perform census tract overlays, and export the processed data.

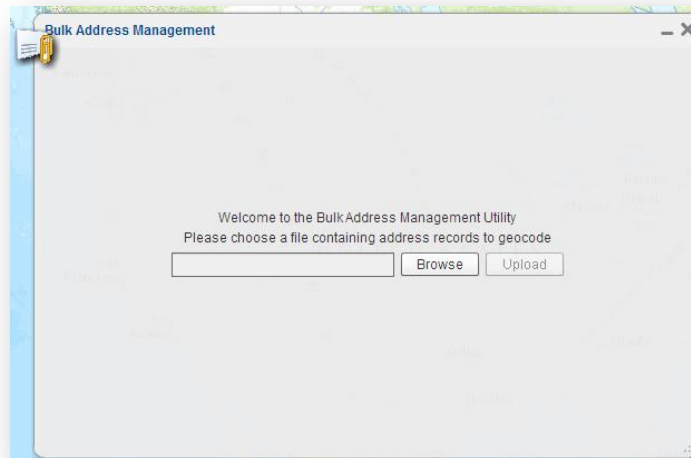
You must be logged onto myCDFIFund to gain access to the Compliance tools.

5.1 Geocode a Set of Addresses

Open the *Bulk Address Management* utility by selecting it from the “Application Processing Tools” dropdown menu:



The system presents a dialog that allows you to upload a Comma Separated Values (CSV) delimited file.



Click the “Browse” button and find a CSV file containing addresses. Then click the “Upload” button.

The system presents a window asking you to select what columns from the uploaded file you would like to use:

Bulk Address Management

Please select the columns from the data file that match up with the Address data structure. Bold fields are required to perform geocode operations.

* Street:	<input type="text" value="STREET"/>	Latitude (Y):	<input type="text"/>
* City:	<input type="text" value="CITY"/>	Longitude (X):	<input type="text"/>
* State:	<input type="text" value="STATE"/>	Geocode Address:	<input type="text"/>
* Zip:	<input type="text" value="ZIP"/>	Geocode Type:	<input type="text"/>
Census Tract:	<input type="text"/>	Geocode Score:	<input type="text"/>

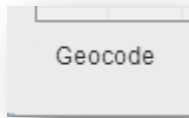
Note: Default settings should be "STREET, CITY, STATE, ZIP"

Click Next.

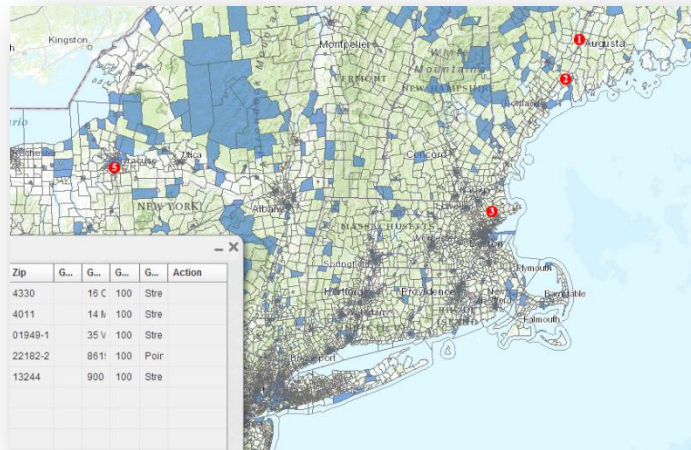
A list of the addresses that have been uploaded appears in a grid:

[illegible]

Click the “Geocode” button at the bottom of this window:



The map should display points on the map where these addresses are located and zoom to show all geocoded addresses.



5.2 Refine map coordinate associated with a geocoded address

With the Bulk Address Management window still open from the previous step, click the “Find Census Tracts” button.

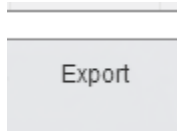
When the process completes, the Bulk Address Management window should now provide you with a Geocoded Census Tract for each address in the table:

	#	Street	City	State	Zip	GC Census Tract
<input type="checkbox"/>	1	16 Child St	Augusta	ME	4330	23011010400
<input type="checkbox"/>	2	14 Maine Street	Brunswick	ME	4011	23005011202
<input type="checkbox"/>	3	35 Village Road	Middleton	MA	01949-1	25009212100
<input type="checkbox"/>	4	8615 Westwood	Vienna	VA	22182-2	51059460400
<input type="checkbox"/>	5	900 S Crouse	Syracuse	NY	13244	36067004302

Note: You may have to adjust the width of the columns in the Bulk Address management window to see the census tract numbers in their entirety.

5.3 Export map coordinate information associated with a set of geocoded addresses

With the Bulk Address Management window still open from the previous step, choose the “Export” action:



The system will present you with a window asking you to enter the column names for the data export file:

A screenshot of the 'Bulk Address Management' dialog box. The title bar says 'Bulk Address Management'. Below the title bar, it says 'Enter the columns names for the data export file.' There are two columns of input fields. The left column has labels 'Street:', 'City:', 'State:', 'Zip:', and 'Census Tract:' followed by text boxes containing 'STREET', 'CITY', 'STATE', 'ZIP', and 'CENSUS' respectively. The right column has labels 'Latitude (Y):', 'Longitude (X):', 'Geocode Address:', 'Geocode Type:', and 'Geocode Score:' followed by text boxes containing 'Y', 'X', 'GC_ADDRESS', 'GC_TYPE', and 'GC_SCORE' respectively. At the bottom right of the dialog are two buttons: 'Cancel' and 'Export'.

Use the default settings and click the “export” button, then save the file

The system presents a system dialog that allows the user to specify a name and file system location for the delimited text file to be saved.